



# Washington State Department of Early Learning

**“Kids’ Potential, Our Purpose.”**

## 10.5.2 Qualification Policy and Procedure Tip Sheet

**When is it effective?** October 15, 2010

### **What does it mean to me?**

As the assigned Field Staff processing background checks, you must:

- Electronically input the data into the Background Check Web Application within three days:
  - Review data for completion and accuracy.
  - Return any incomplete application back to the applicant.
  - Conduct a person search in FamLink.
- When a fingerprint check is required you must review the Fingerprint Request form and ensure:
  - ORI box. Is completed and correct
  - The OCA box has the correct ID number for the applicant.
  - DEL office account # is correct.
  - The Applicant name, address and date of birth are correct
  - Print and send the completed Fingerprint Request form to the applicant
    - Indicate in the Background Check Web Application the date the form was sent to the applicant.

Within five days of receiving the results from the WSP the licenser must begin the process of determining whether the applicant is qualified. The licenser must:

- Evaluate all background check information and make a final determination.
  - Check for any disqualifying convictions.
  - Check for any negative actions.
  - Check for any other non-conviction background issues.

If the applicant has been qualified, DEL staff will:

- Document results in the Background Check Web Service Application.
- Print the “No Disqualifying Information Found” letter and send to the licensee within three business days of the decision.
  - When multiple sites are listed on the form the “No Disqualifying Information Found” letter must be sent to each site.

If more information is needed from the applicant, DEL staff will:

- Verbally notify the applicant requesting additional information.
- Complete and mail the Additional Information Request letter.
- Review information when received and make a recommendation to supervisor.

If the applicant is disqualified, DEL staff will:

- Document results in the Background Check Web Service Application.
- Verbally inform the licensee and send the system-generated “Disqualification” letter to the licensee within three business days.
- Complete the “Disqualification” letter and send to the applicant within three business days.  
The letter must:
  - State reasons for the disqualification
  - Advise the applicant of the reconsideration process
  - Advise the applicant of their right to an appeal

If the disqualification decision is reversed through the reconsideration or administrative hearing process the licenser must:

- Update FamLink and the Background Check Web Application within three business days.
- Send an appropriate letter to the applicant within five business days.

### **Training expectation:**

- All staff processing background checks must follow the steps above.

**“Together, with  
parents and  
partners, we offer  
children world-  
class learning  
opportunities so  
they reach their  
full potential.”**

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